

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO: CO-270-06-02

Date: July 11, 2006

SUBJECT: IRM – Security – Natural Resources Conservation Service (NRCS)
Computer User Security Agreement

TO: All Employees

PURPOSE: To advise all employees to complete and submit the user agreement.

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: Employees – August 1, 2006
Supervisors - August 14, 2006

The security requirements for USDA Computer Users have been elevated. Currently, we are in the process of obtaining background information for partner employees. NRCS employees are also required to have a security clearance on file. If an employee does not have a completed security clearance on file, Human Resources will notify them by e-mail.

As a part of this initiative, it is necessary that we obtain a current Computer User Security Agreement (Form NRCS-IRM-02, 3/2006 version) from each NRCS employee. The agreement form is attached.

All employees are to complete the Computer User Security Agreement no later than **August 1, 2006**. Completed Computer User Security Agreements are to be routed to the first level supervisor for review and approval. Supervisors are to submit the fully completed agreements directly to the State Administrative Officer (SAO) no later than **August 14, 2006**. The agreement will be filed in the employee's Official Personnel Folder (OPF).

Questions should be directed to Ila Binard, SAO, by e-mail: ila.binard@co.usda.gov.

John E. Andrews *for*

ALLEN GREEN
State Conservationist

Attachment

DIST: E